

**Memorandum of Understanding for WIC Employee Participation in the  
Virginia Department of Health/Maryland Dietetic Internship Program  
Virginia applicant form**

\_\_\_\_\_ is applying to participate in the Virginia/Maryland Dietetic Internship. If accepted, there will be an impact on the delivery of nutrition services at the district/local agency while he/she is enrolled in the program. In order to provide the opportunity for him/her to participate in the program the \_\_\_\_\_ Health District and the Division of Community Nutrition agree to the following:

1. The full-time WIC employee/nutritionist will take educational leave with pay for sixteen weeks to complete his/her food service management and clinical dietetic affiliate site rotations. The exact dates of the affiliate site rotations will be mutually agreed upon by the nutritionist's supervisor, Dietetic Internship Program Director/Coordinator and affiliate site preceptor.
2. For a full time employee, for 28 weeks, the nutritionist will devote twenty (20) hours of his/her forty (40) hour work week to Dietetic Internship learning activities. The time devoted to Dietetic Internship activities will be prearranged with the nutritionist's supervisor and preceptor. Routine work activities shall not interfere with the Dietetic Internship. The employee will take half-time educational leave for this rotation.
3. Part-time WIC employees/nutritionists will complete Dietetic Internship activities on their own time. They will need to be taken off the schedule for their affiliate site rotations.
4. The Dietetic Intern will be expected to attend scheduled Dietetic Internship classes, workshops and orientation.
5. Either a district/local agency registered dietitian or the WIC Coordinator will serve as the Dietetic Internship preceptor to the dietetic intern. This will include working closely with and evaluating the intern's progress in the program.
6. Dietetic Internship evaluations are not to be included in the nutritionist's personnel file.
7. Interns participating in the Dietetic Internship will be required to obtain professional liability insurance.

The intern will be responsible for any costs which are not routinely associated with his/her work. This includes expenses for affiliate site rotations, classes, fees for affiliate membership in the Academy of Nutrition and Dietetics or District Dietetic Association, the cost of the registration examination and registration exam review course. The district/local agency health department may choose to help with some of the above costs, if it desires.

\_\_\_\_\_  
District Health Director

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Date